

Crisis Management and Emergency Operation Plan

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Table of Contents

Letter of Promulgation	1
Resolution.....	2
School District Management Team for Crisis/Emergency	3
Helpful Phone Numbers	4
Emergency	4
Drug Treatment and Rehabilitation.....	4
Mental Health, Child Abuse, Neglect, and Sexual Assault	4
Birth Control and Pregnancy	4
Suicide Prevention	4
Pearl Public School District Resources	4
Emergency and First Aid Supply List.....	5
EMERGENCY.....	5
FIRST AID.....	5
Guidelines for Handling the Media	6
Suggestions for Counselors, Principals, and Teachers	7
School Counselor's Role	7
Principal's Role.....	7
Teacher's Role.....	8
Crisis Management.....	9
School Crisis	9
Definitions	9
Crisis Management Team Response.....	9
Bomb.....	10
Bomb Threats and Harassing Calls.....	10
Chemical Spill or Explosion	10
Death of a Student.....	11
Suicide	11
Explosion.....	12
Fallen Aircraft.....	12
Fighting or Riot.....	12
Hostage Situation	13
Intruder or Individual with Deadly Weapon	14
Emergency Operation.....	15
Lines of Authority and Responsibility	15
Earthquake.....	15
Fire.....	16
Tornado.....	16
Operations Plan.....	17
School Assignments	18
Warnings.....	19
Dispersal of Students	21

Letter of Promulgation

TO ALL RECIPIENTS:

Transmitted herewith is the Crisis Management and Emergency Operation Plan for Pearl Schools under the jurisdiction of the Pearl Public School District. It provides a framework in which the school system can plan for and perform its respective emergency functions during school crisis situations and natural or nuclear disasters.

This plan is in accordance with the laws of the State of Mississippi, Department of Education, Division of Instruction, and in cooperation with the State Department of Civil Defense, Section 6216-10, Mississippi Code of 1942. It has been approved by the local School Board and the local Civil Defense Director. It will be revised and updated as required.

Initial Date of Preparation
School Year 1998-1999

William H. Dodson, Superintendent
Pearl Public School District

Resolution

BE IT RESOLVED that the School Board of Pearl School District, City of Pearl, does ordain that it recognizes the existence of the possibility of enemy attack, sabotage, or another hostile action, as well as disaster/crisis resulting from fire, natural causes, or acts of school violence, and in order to insure that we deal with such tragic events in accordance with the requirements of Section 6216-10, Mississippi Code of 1942, recompiled, it is hereby found and declared to be necessary to authorize and direct the superintendent to prepare a school plan in cooperation with the local Civil Defense Director and the Civil Defense Education Staff of the State Department of Education, and to provide for the necessary training and instruction so that the school's emergency operation plan and crisis management plan may be carried out with the greatest possible speed and safety. Regardless of prescribed procedures, training, and instruction, we acknowledge that the administration's and staff's sound judgment is a part of safety management.

Approved: October 12, 1998

Sondra Odom, President
Brenda Myers, Secretary
Ella Laird, Board Member
Roger Smith, Board Member
Tony Thornton, Board Member

School District Management Team for Crisis/Emergency

Remember: Choice of words, voice, tone and inflection are very important and will set the tone for management of the crisis or emergency.

The superintendent, as chief officer of the district, is the overall director of the School District Management Team. The central office staff and maintenance/transportation department are part of the district team, but act only when assigned specific duties by the superintendent. The school site management team, under the directorship of the buildings principal, is also under the jurisdiction of the superintendent. Each building principal manages his/her own school team, and in doing so, exercises sound judgment and discretion in assembling team members and assigning duties.

On the occasion of a crisis or emergency, the school district's management team is indispensable. In essence the superintendent is the chief leader of the team and is responsible for directing the district's management team. He or she is responsible for directing the school management team and assigning staff to complete various tasks during an emergency or crisis. The individual school site's management team is an integral part in handling a crisis or emergency.

The central office and maintenance/transportation department are directed and assigned duties as needed by the superintendent. These two offices/departments will assist school site directors and teams as directed by the superintendent.

Helpful Phone Numbers

Emergency

Fire and Police (emergency only)	911
Pearl Police Department	939-7000
Pearl Fire Department	939-7240
Sheriff's Department.....	825-1480
Mississippi Emergency Management Agency	352-9100
Mississippi Highway Safety Patrol	987-1212

Drug Treatment and Rehabilitation

Mississippi Regional Poison Control Center	354-7660
Charter Hospital of Jackson	939-9030
Marian Hill Chemical Dependency Center	936-3399

Mental Health, Child Abuse, Neglect, and Sexual Assault

Social Services	825-1040
Rankin County Welfare Department	825-7210
Youth Crisis Hotline	355-3070
Rape Crisis Hotline	982-RAPE
Child Abuse Hotline.....	354-4034 ext. 228

Birth Control and Pregnancy

MS Family Health Center.....	948-5572
Life Line, Inc.	353-8081
Bethany Christian Services.....	366-4282

Suicide Prevention

Suicide Hotline.....	969-7272
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Pearl Public School District Resources

Central Office	932-7921
Superintendent.....	932-7916
*TIPS Hotline	939-1239
District Nurse	471-2142
District Social Worker.....	933-2461

*The Pearl Public School District operates a TIPS Hotline. This was established for anyone to leave facts and/or information concerning the welfare of the school district. All information will be kept in strictest confidence. The caller's name is not necessary.

Emergency and First Aid Supply List

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. Each school in the district has its own supplies which are typically housed in an office area. The following lists contain suggested items that may be useful during a crisis of varying types.

EMERGENCY

Sheets	Candles
Blankets	Matches
Pillows	Bottled Water
Flashlights	Paper Towels
Batteries	Wet Ones
Radio (battery operated)	

FIRST AID

Hydrogen Peroxide	Iodine
Alcohol	Aspirin
Tylenol	Assorted Band Aids
Gauze	Sterile Water (for burns)
Tape	Scissors
Tweezers	Bandages
Instant Ice Packs	Ace Bandages
Package of Sewing Needles	Slings
Anti-bacterial salve	Steri-strips or butterfly stitches
Disposable gloves	Face masks
CPR (disposable mouthpieces)	
Current first aid book	

Guidelines for Handling the Media

Whenever a natural disaster or an unfortunate situation occurs, media coverage is a certainty. In these instances, the media can become quite obtrusive due to the number of news agencies covering the incident and the methods used by some reporters. Having a prescribed plan as to how to handle the media lessens the anxiety level for all involved.

Each school in the district is encouraged to follow these guidelines when dealing with the media. Preferably, a designated person will handle the media.

Develop a written statement for dissemination.

Appoint a spokesperson (usually the principal).

Keep the staff informed through one person. This controls rumors.

Be proactive with the media.

- Contact the media before they contact the school
- Set geographic and time limits
- Explain restrictions
- Hold the press accountable
- Create positive relations with the media before an emergency or crisis occurs

Stress positive actions taken by the school.

Do not refuse to speak to the media; they will turn to less reliable sources.

Do not disclaim responsibility until all facts are known.

Announce new changes made after the incident has passed.

Get the maximum amount of information out to the media – and thus the public – as rapidly as possible. Overall accuracy and completeness of media coverage depends to a large degree on “how fast” and “how much” info they receive.

Emphasize to parents, students, and staff that they can say “NO” to interviews.

The goal is to ally the media as an educational and informational tool in communicating a crisis or emergency situation and in explaining the efforts of the district.

Suggestions for Counselors, Principals, and Teachers

SCHOOL COUNSELOR'S ROLE

- Be available by canceling other activities.
- Locate counseling assistance by checking community resources. Be sure to use counselors from feeder school.
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- When appropriate, follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty and provide counseling as needed.
- Keep records of affected students and provide follow-up services.
- Establish a self-referral procedure. Make referral forms available.
- Review and distribute open-ended questions to assist teachers with classroom discussion.
- When applicable, assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routine for the masses of parents who will pick up their children early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- When appropriate, notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- When appropriate, notify feeder school so they can prepare siblings and other students regarding the crisis.

PRINCIPAL'S ROLE

- Support response efforts, be available for consultation and defer to decisions of Team Director (Superintendent).
- Be visible, available, and supportive to empower staff.
- Provide direction for teachers to alter the curriculum. Specifically, consider testing, if postponement is necessary.
- Communicate with central administration and other affected schools.

- When appropriate, contact family of the deceased and inform staff and students about funeral arrangements.
- Vary the areas in the building to avoid during routine fire drills.
- Consider an area on campus to land an emergency helicopter.

TEACHER'S ROLE

- Provide accurate information to students which may dispel rumors.
- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.
- Recognize and honor the various religious beliefs that may help the students to cope.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV broadcasts in the classroom. Live newscasts can be traumatizing.
- Identify students who need counseling and refer to building support personnel.
- Provide activities to reduce trauma, such as artwork, music, and writing.
- Alter the curriculum as needed.
- Discuss funeral procedures when appropriate.
- Know how to get assistance from other professionals should the need arise.

Crisis Management

SCHOOL CRISIS

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. The exact nature of such tragic events varies. Knowing what to do when a crisis occurs can minimize the chaos, rumors, and the impact of the event on students and community.

When a disaster strikes, teachers and school staff members are torn between the need to deal with student reactions at the same time they are coping with their own reactions. This time often proves to be a time when they are least prepared to think quickly. With some advance planning, this process can be much smoother than when tragedy takes a school by surprise and no pre-formulated plan is in effect.

DEFINITIONS

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects the school population and may involve serious injury or death. Students and staff may be affected. The psychological and emotional impact will be moderate to severe. Outside assistance will be needed.

Crisis Team: A group consisting of administrators, counselors, and other designated persons to handle media, traffic, logistics and information. With the superintendent as the district's overall leader, each building principal leads a site team. Each school's crisis management plan delineates responsibilities of the team members. **NOTE:** Classroom teachers who have regular charge of students should **not** be on this team although teachers may be designated as hall supervisors during a crisis situation.

Code Warning System: Each of the schools in the district has its own CODE WARNING SYSTEM. In essence, this is a "lockdown". The purpose of this "secret code" is to warn teachers and/or students that there is an emergency situation or crisis situation. Upon hearing the "secret code" teachers will systematically provide for the safety of their students.

The details of the CODE WARNING SYSTEM appear as part of each school's crisis management plan. A copy of the schools' crisis management plan is included in each staff member's handbook.

CRISIS MANAGEMENT TEAM RESPONSE

Should a tragic event occur, the site administrator informs the superintendent immediately. The superintendent notifies the school board. The site administrator contacts emergency services as quickly as possible. **IMMEDIATE safety of the students is a must.**

After initial contacts are made by the building administrator, the following steps occur:

- (1) The school site administrator assembles the school team to plan response.
- (2) The team implements the process that best provides for the welfare of the students.
- (3) The team plans a follow-up and assesses the need for additional support.
- (4) The team evaluates the response to discern whether or not changes need to be made prior to a future crisis or emergency.

*Each building principal needs a portable cell phone for crisis/emergency situations.

Bomb

The principal will execute the following plan:

- (1) Initiate evacuation of the school by a signal of three (3) bells.
- (2) Call 911.
- (3) Notify the superintendent.

The teacher should follow these guidelines:

- (1) Usher the students out of the building according to the individual school's fire escape plan. Leave through the nearest accessible door if the planned route is inaccessible.
- (2) Call roll to be sure all students have exited safely; notify the administration immediately if a student appears to be missing.

Bomb Threats and Harassing Calls

The teacher, staff member or principal should follow these guidelines:

- (1) Hang up as soon as the nature of the call is discerned.
- (2) Immediately pick up the phone, press *57, and then hang up.
- (3) Call 557-6222 and report the annoying call you received by giving time of call and the number of the telephone that received call.
- (4) Notify the principal.
- (5) Notify the superintendent.

THE SPEED IN WHICH THIS PROCEDURE IS IMPLEMENTED WILL DETERMINE THE SUCCESS IN TRACKING THESE CALLS.

Chemical Spill or Explosion

The principal or designee will follow these guidelines:

- (1) Initiate a "lockdown" by announcing the school's code over the intercom.
- (2) Turn off air conditioning system.
- (3) Notify authorities.
- (4) Ensure all doors are closed by following a prescribed chain of command.

The teacher will keep all students in the classroom until further notified.

Death of a Student

By far, the worst crisis situation is the death of a student. When a student dies, emotional trauma is a natural occurrence by students, faculty, and staff. A student's death which occurs on campus, particularly as a result of school violence, is admittedly the most extreme case of trauma for family and the school community. There is no procedure that fits every scenario; each case requires individual attention. Certainly, there is no prescribed method for dealing with such tragedy.

The following are suggestions for a school's response to death, particularly death that occurs as a result of school violence:

- (1) After the initial response, administrators and counselors will meet immediately to review what has happened. Responding to the psychological needs of both staff and students as soon as possible is the best prevention for the development of posttraumatic stress.
- (2) Get as much information as possible from the family and ask their permission to share it with the students, faculty, and staff. Ask if they have any objection to students, faculty, and staff attending the funeral.
- (3) Relay the information to the students in a factual way, careful to avoid breaching the student's or family's privacy. The principal and counselor might consider moving from room to room to tell the students what has happened. They should tell the truth, allow for ventilation, and affirm any expressions or feelings the students have. Students need to be told that they may visit the counselor's office for special assistance if they need to talk.
- (4) If possible, allow a break after telling the students in order to give them an opportunity to ventilate and express their grief with other students.
- (5) Upon returning to school, students should be allowed time to discuss their feelings, talk about the deceased, and discuss memories. Give students, faculty, and staff information about the funeral and allow them to attend, provided the family has granted permission.
- (6) Watch for trouble signs among the students. Be prepared to call in extra counselors if necessary.

Suicide

The school community should do everything possible to prevent this most tragic form of death. Part of prevention is early detection of students who appear to be severely troubled. Improvement of each student's self-esteem is an underlying goal of the educational process. Character building programs and conflict resolution initiatives help to improve self-esteem and self-worth.

The following are recommendations regarding suicide:

- (1) Don't dismiss school or encourage funeral attendance during hours.

- (2) Don't dedicate a memorial to the deceased without checking with parents and considering the emotional welfare of all students.
- (3) Don't have a large assembly.
- (4) Do give the facts to the students.
- (5) Do emphasize prevention and everyone's role.
- (6) Do provide individual and group counseling.
- (7) Do emphasize that help is available and that there are alternatives to suicide.
- (8) Do contact the family of the deceased immediately and offer support of the faculty and staff.

Explosion

The teacher will instruct students to move from the site immediately. The entire school will be evacuated according to the prescribed plan.

The principal or designee will notify emergency personnel and direct them to the site of the explosion to care for the injured.

A shower kit and eye kit are recommended as first aid supplies. Other items pertinent to an explosion should be considered when purchasing first aid supplies.

Fallen Aircraft

A fallen aircraft emergency occurs when an aircraft fall is near or on school grounds. In case of a jet aircraft fall, the minimum safe distance from the site is 440 yards in case of explosion.

The principal will follow these guidelines:

- (1) Call 911 immediately.
- (2) Call Central Office.

The teachers will follow these guidelines:

- (1) Keep all students away from the fallen aircraft.
- (2) Evacuate the building if necessary. Follow the same procedure as for a fire drill.
- (3) Notify the office if any students are missing.
- (4) Render any first aid if possible.

Fighting or Riot

Procedure for Stopping a Fight

The teacher (or principal) should follow these guidelines:

- (1) Send a reliable student to the office to summon assistance if a teacher in a classroom learns of a fight.

- (2) Speak loudly and let everyone know that the behavior should stop immediately if the teacher or principal is in sight of the altercation.
- (3) Obtain help from other teachers if at all possible.
- (4) If students are starting to gather, call out to any of the students whose names are known and start giving orders. Attempt to get students away from the commotion as quickly as possible.
- (5) Call out the names of the involved students (if known) and let them know they have been identified.
- (6) Get additional help if confronted with a serious fight, especially one that involves weapons; do not try to be a hero.
- (7) After separating the students, try to avoid using further confrontational behavior. Do not point at the students, make accusations, or corner them with their backs against the wall.
- (8) Remember that no one can "cool down" instantly; give the students time to talk in a calm setting and gradually change the climate of the situation.

Procedure for Handling a Riot or Disturbance Resulting From Fight

The principal should follow these guidelines:

- (1) Encourage teachers and staff to be sensitive to the emotional climate of the campus and attempt to defuse any tensions prior to the eruption of problems.
- (2) Notify law enforcement of the disturbance and meet at a pre-designated site to evaluate the situation.
- (3) Have a law enforcement evaluate and call for any necessary resources such as back-up help, emergency medical help, etc.
- (4) Activate needed emergency plans, which may include:
 - Instructing office staff to man communications and initiate lockdown orders.
 - Notify transportation to bring appropriate numbers of buses for evacuation or transportation if necessary.
 - Assign staff a temporary detention facility, such as a gymnasium, to secure students and log information.
 - Direct a teacher or designee to initiate lockdown and immobilize the campus.
 - Brief a representative to meet the media.
 - Assign staff to a pre-designated medical treatment/triage facility.
- (5) Notify guidance counselor.
- (6) Convey information at the debriefing.

Hostage Situation

The teacher should attempt to follow these guidelines:

- (1) Stay calm.

- (2) Don't be a hero.
- (3) Follow instructions of captor.
- (4) Cooperate; be friendly if possible; don't argue with or antagonize captor or other hostages.
- (5) Inform captors of medical or other needs.
- (6) Be prepared to wait; elapsed time is a good sign.
- (7) Don't try to escape; don't try to resolve situation by force.
- (8) Be observant and remember everything that is seen or heard.
- (9) If a rescue takes place, lie on the floor and await instructions from rescuers.

The principal or office will be responsible for the following:

- (1) Immediately notify law enforcement.
- (2) Move other students and teachers completely away from those who are in the hostage situation.
- (3) Keep everyone as calm as possible.
- (4) Be prepared to answer questions from media or family.

Intruder or Individual with Deadly Weapon

The principal or designee should follow these guidelines:

- (1) Notify law enforcement and district office immediately. Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon.
- (2) Have the on-site law enforcement officer or designee determine the level of threat.

If the level of threat is high, have the law enforcement officer call for additional backup, attempt to get the weapon from the gunman or student through negotiation, or take other appropriate law enforcement action. If the level of threat is low, call the student to the office and have the law enforcement officer take the appropriate action.

The staff should follow these guidelines:

- (1) Avoid confronting the student or gunman.
- (2) Notify the school office immediately.
- (3) Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon when notifying the office.

Emergency Operation

Lines of Authority and Responsibility

Superintendent
Department of Education

Governor
State of Mississippi

Assistant Superintendent
Department of Education

State Director
Civil Defense

Coordinator
Civil Defense Education

Local Director
Civil Defense

Board of Trustees
School District

Superintendent

Administrative Assistants

**Building Principals
and Assistants**

**Classroom Teachers
and Other Staff**

Earthquake

Since earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover.

The principal will follow these guidelines in so far as they are possible:

- (1) Give instructions to teachers via intercom or megaphone
- (2) Call 911

The teacher will follow these guidelines:

- (1) Instruct the students to drop to the floor and secure protection beneath a desk or table.
- (2) After the tremor subsides, usher the students out of the building according to the established route for fire evacuation. Leave through the nearest accessible door if the planned route is inaccessible.
- (3) Call roll to be sure all students have exited safely; notify the administration if a student is missing.
- (4) Instruct students to stay clear of the buildings and power lines.

One earthquake drill per semester is recommended. When considered appropriate, details of an earthquake drill appear in staff handbooks.

Fire

In the event of a fire in any school complex, the principal or designee will execute the following plan:

- (1) Call the Fire Department, 911, immediately.
- (2) Evacuate the school immediately by a signal of three (3) bells.
- (3) Notify the superintendent.
- (4) The teacher should follow these guidelines:
- (5) Usher the students out of the buildings according to the individual school's fire escape plan. Leave through the nearest accessible door if the planned route is inaccessible.
- (6) Call roll to be sure all students have exited safely; notify the administration immediately if a student is missing.
- (7) Stay well clear of the building.

Each of the schools in the district has its own fire escape plan, which appears in each teacher's handbook.

One fire drill per month is recommended.

Tornado

The principal will follow this guideline:

- (1) Signal the exit of students to designated areas by the sound of a bell. The number of bells or the length of the bell is the signal, depending upon the school.

The teacher will follow these guidelines:

- (1) Have someone open windows if possible.
- (2) Instruct students to move to designated areas of the halls and sit on the floor with heads down.
- (3) Leave door open.
- (4) Call roll to verify all students have exited.

Remember that no student can leave campus until an all-clear signal has been given. The principal determines the number of drills.

The designated areas and the exact signal for a tornado appear in staff handbooks. For example, Northside is one long bell; PHS is 5 short bells or 5 blasts of an athletic whistle. Other details may also be a part of the staff handbook.

Operations Plan

Situation: The Pearl Public Schools must be prepared to meet the possibility of natural disasters such as hurricanes, tornadoes, and other types, as well as fires, bomb threats, and the threat of nuclear attack. Due to the geographical location of the school system, the threat of both natural and nuclear disaster is likely. A state of unpreparedness cannot be permitted to exist; therefore, the following plan is effective immediately.

Mission: To prevent and minimize loss of life and property within its jurisdiction from any type of disaster; to provide the capability and the necessary procedures by which the local school officials can protect the faculty and students in any type of disaster.

Task: Prepare a location from which the school board and superintendent of schools can carry out their responsibilities during a nuclear attack or natural disaster. Coordinate efforts with the local Civil Defense Office to provide a warning system to inform students and faculty immediately of any impending disaster. Conduct training in civil defense concepts in the school curriculum and the training of teachers and administrative staff in shelter management and radiological courses.

Civil Defense Planning: A survey of school facilities and equipment will be made by the school administrative staff and the local civil defense director. A survey of available shelter spaces in each school will be made to provide for natural disasters.

Curriculum Planning: The Pearl Public School District offers in-service training in Civil Defense when reflected in the Annual Needs Assessment Survey. The training enables the teaching staff to integrate Civil Defense in their curriculum. Training materials are available by applying the Coordinator, Civil Defense Education, State Department of Education, Jackson, MS 39205.

Related Civil Defense Courses:

Shelter Manager Training – 8-hour course – This course will be primarily for personnel assigned as shelter managers. At least two faculty members shall be assigned in each school in the district by the principal. For information and application contact the local Civil Defense Director.

Radiological Monitor Training – 16 hour course – This course will be primarily for personnel assigned as monitors, and at least two faculty members shall be assigned to each school by the principal. Coordination training program is available through the local Civil Defense Director.

Medical Self-Help – This training will be coordinated through the State Board of Health, Jackson, MS. It is advisable that as many as possible of the faculty members and students obtain such training.

First Aid Training – Instruction will be coordinated with the local chapter of the American Red Cross and the coaches and physical education instructors in each school.

School Assignments

Responsibility:

- A. **Superintendent:** It will be his/her responsibility to coordinate with the local Civil Defense Director to disseminate all information on training courses available, to initiate warnings, nuclear or natural, and to notify all school principals. The superintendent will notify radio stations of the warnings and of the action taken by the school system.
- B. **Principals:** Upon receipt of warnings from the superintendent's office, the principals will alert all teachers via the intercom system, bell and/or runner, whichever is available at the time of warning, as to the nature of the threat. If other than a severe weather threat, the principal will instruct teachers to take action as outlined in "C" below. If a nuclear disaster should occur, the principals will await further instructions from the superintendent's office.
- C. **Classroom Teachers:** In severe weather warnings, such as tornado, teachers will seat all students in halls and close all windows in classrooms. In severe low pressure, such as a hurricane or tornado, it is advisable to leave a window or door ajar on the opposite side of the building – thus eliminating the low pressure that could cause the building to expand and explode. If the wind is from the southwest, open a window or door on the northeast side of the building should be opened. In case of an earthquake, teachers will follow the established guidelines for such an occurrence. In case of an approaching flood or hurricane, teachers will be instructed by the principal to dismiss the students.

In a nuclear situation all teachers will receive instructions from the principal. Teachers will close all windows and lower shades or blinds IMMEDIATELY. All students shall remain seated until instructed by teachers to evacuate the building. In the event the school cannot be evacuated immediately, all faculty members and students shall seek the best available shelter.
- D. **Office Staff:** These people will maintain communications through the school by the intercom system or runner. Also they will answer the telephone and monitor the radios, which will be tuned to Emergency Broadcast Stations. The office staff will respond as directed by the superintendent.
- E. **Custodial or Maintenance Staff:** These personnel will immediately turn off gas at meter. Then they will turn off water. Finally they will report to principal's office for further instructions.
- F. **Food Service Personnel:** It is the duty of the Food Service Personnel to close all stove valves to off position, fill containers with water before custodial staff turns water off, and prepare canned goods for distribution as directed by principal.
- G. **Health Service Personnel:** Each principal will have at his/her disposal enough first aid supplies to adequately maintain the number of students and faculty under his/her jurisdiction for at least three (3) days. The principal will have

designated health personnel, who will have had first aid training, to assist him in maintaining a well-equipped first aid station.

- H. **Civil Defense Director:** It will be the responsibility of the local city Civil Defense Director to keep the superintendent informed on all matters pertaining to the safety and well-being of all faculty and students within the jurisdiction of the Pearl Schools.

Warnings

Local Warning Systems

- A. **Fire:** In the event of a fire in any school complex, the principal or his designated representative shall accomplish the following:
- (1) Call the Fire Department, 911, IMMEDIATELY.
 - (2) Evacuate the school IMMEDIATELY by the signal of three (3) bells.
 - (3) Notify the superintendent.

(See page 18.)

- B. **Severe Weather:** In the event of a severe weather warning or watch, the local Civil Defense Director will notify the superintendent of schools by two-way radio. A “severe weather watch” means to be aware of the situation, whereas a “severe weather warning” means to take immediate action. The school superintendent in turn will notify all school principals by telephone of the situation. Principals will take actions as outlined in the operation plan. If a decision is made to suspend school before the school day begins, it will be made before 7:00 a.m., if possible. Newspapers, wire services, radio and television stations will be notified immediately.

The decision will be based on information provided by the weather bureau and law enforcement officers, after conference by the superintendent and divisional principals, if possible.

Announcements will be made only in the event of a suspension of school, and if no announcement is issued, parents, students, and teachers may conclude that the schools will begin operation.

Since school will be open unless an announcement is made to the contrary on the radios or television, calls should not be made to the school as this occupies the lines to the extent that contact with the radio and television stations is impossible.

If school is suspended, teachers, librarians, lunchroom workers will not report. Principals, assistant principals, counselors, central office personnel, secretaries, cafeteria manager, janitors, maids, and mechanics will report as usual. As soon as the building principal is satisfied that the building is secure, he may, at his discretion, dismiss any of the above named personnel if he has no assignment for them. If the principal desires to leave, he must contact the superintendent.

Even if school is not suspended, when severe weather conditions prevail, the judgement of parents will be respected as far as the school attendance of the students. If bad weather develops during the day that requires the school day to be shortened, notification on the dismissal time for pupils will be handled the same way as before school. Certified and classified personnel will be dismissed at the direction of the building principal, subject to completion of the assigned duties for that school day.

- C. **Nuclear Warnings:** The local Civil Defense Director will receive warnings and immediately notify the schools. All principals, upon receipt of the warning and permission, from the superintendent, will act according to plans contained herein. Each classroom will be notified by the principal over the intercom system. In the event of power failure at the schools, a runner will be dispatched to each classroom.
- D. **Nuclear Attack (No Warning Time) Imminent:** Fire extinguishers should be brought into shelter area, and buckets filled with sand, if available, for fire fighting. Canned goods (from cafeteria) and extra water supply should be brought to shelter area, along with spoons and some utensils. Emergency supplies, which are not in the immediate vicinity of the shelter area, such as first aid, mops, battery-powered radios, flashlights, and garbage can (for waste) should be gathered. The above paragraph pertains to an attack on any portion of the United States when an increased readiness period was not provided for prior to the disaster.
- E. **Earthquake:** Earthquake preparedness consists of a school building disaster plan, drop and evacuation procedures, and other protective measures. In the event of an earthquake, the students will drop to the floor and secure protection beneath their desk or table. After the earth ceases to shake, students will be evacuated from the building by following the same route as established for fire evacuation. (See page 17.)
- F. **Civil Disorders:** The Police/Sheriff's Department will notify the superintendent of the type of disorder, location of the disorder, and the recommended action to take. The superintendent will then issue a directive to the principals by phone.

Drills Scheduled for Emergency Action:

Fire Drills - - - - -	One (1) per month
Nuclear Attack - - - - -	One (1) per year
Tornado - - - - -	Principal's decision
Explosion - - - - -	One (1) per semester
Earthquake - - - - -	One (1) per semester
Civil Disorders - - - - -	No drill - Superintendent's decision

Dispersal of Students

Emergency Dispersal of Students When Necessary

- A. Students will be sent home under the following conditions:
 - 1. The parent makes a request.
 - 2. The superintendent authorizes the decision because there is inadequate shelter in the school complex.
 - 3. The superintendent will notifies local radio stations that a situation has occurred requiring dismissal of students.
- B. Students will be kept at school under the following conditions:
 - 1. Parents are not at home.
 - 2. Students cannot be cared for any other place, and school is safest shelter.
 - 3. There is not adequate time to send home.
 - 4. The students cannot be transported home.
- C. Students will be sent to shelters other than school under the following condition:
 - The school does not have proper shelter.

Assignments of Shelter for Each Classroom:

- A. Assignments:
 - 1. Tornado – Sit in halls.
 - 2. Fire – Evacuate building.
 - 3. Radioactive fallout – Go to nearest fallout shelter.
 - 4. Hurricane – Send students home.
 - 5. Earthquake – Execute the “drop” procedure; evacuate building.
- B. Transportation of students to home or shelters:
 - 1. School bus, if possible
 - 2. Individual transportation
 - 3. Walking
 - 4. Parents pick up students